

TUCKER FREE LIBRARY

REQUEST FOR QUALIFICATIONS and PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES

Library renovations and addition

Tucker Free Library – Board of Trustees
31 Western Avenue, PO Box 688, Henniker, NH 03242

TIMELINE

	Date
Issue RFQ	COMPLETED
Qualifications package due	COMPLETED
Trustees meet to review and select finalist invited to continue	5/28/19
Issue RFP to shortlisted firms	5/29/19
Site visit for shortlisted firms	5/31/19
Proposals Due	6/13/19
Interviews	6/25/19
Award	6/26/19

The Library intends to shortlist three to five companies and invite them to submit fee proposals. A formal site visit for these companies will be provided during this part of the selection process and a copy of the existing building and proposed concept will be provided at the walk through to aid in the development of the proposal.

The top two or three companies will be invited to meet with the Trustees and architect for further discussion of the project and proposal.

TENTATIVE SCHEDULE FOR Interviews will be held on June 25, 2019 at the following times:

1 st Appointment	6:00 PM – 7:00 PM	
2 nd Appointment	7:15 PM - 8:15 PM	
3 rd Appointment	8:30 PM – 9:30 PM	

The times on this schedule may be adjusted to accommodate trustees and firms. The date is set.